

## **MADERA COUNTY**

### **SENIOR NUTRITION ASSISTANT**

#### **DEFINITION**

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for assisting with health and nutritional services in the Women, Infants, and Children (WIC) Division of the Public Health Department; and to do related work as required.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is a specialized/advanced journey level class within the Nutrition Assistant series. Positions at this level are distinguished from the next lower class of Nutrition Assistant II by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Incumbents are required to possess specialized knowledge and abilities, and exercise independent judgment and discretion in the performance of their duties. Incumbents at the Senior level also provide lead supervision and training to assigned staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Participates in the more complex and difficult work associated with health and nutritional services of the WIC program; plans, directs and reviews the work of lower level clerical and technical staff; ensures that tasks are completed accurately and timely; interprets and explains applicable rules and regulations; assists with the operation of health clinics; loads supplies and equipment and sets up facilities for clinics; disseminates information at health clinics; conducts individual and group nutritional counseling sessions and breastfeeding classes; assists with the more difficult health and nutrition assessments; maintains and updates health and clinic records; cleans up after completion of clinics; makes appointments for referrals; attends meetings and conferences for development of information and skills; determines participant eligibility; assists in confirming and maintaining participant status in program; issues vouchers and maintains voucher inventory records; gathers information and prepares reports; assists with weighing and measuring children; assists with establishing and maintaining local community contacts for participation in health programs provided by the County; performs a variety of general clerical work including answering phones, taking messages, making copies, and maintaining files.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles of nutrition and dietary control.  
Modern office practices, methods, and computer equipment.  
General clerical and receptionist skills.  
Principles and techniques of record keeping.  
Basic mathematical principles.  
English usage, spelling, grammar, and punctuation.  
Sound health practices.  
Policies and procedures of the assigned department or unit.  
Rules, regulations, and general eligibility requirements for the State WIC program.  
Principles and techniques of education and counseling.  
Principles of staff development and training.  
Methods and techniques of breastfeeding.

### **Skill to:**

Operate a motor vehicle safely.  
Operate modern office equipment including computer equipment.

### **Ability to:**

Deal tactfully and courteously with the public and other County staff when providing services.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.  
Provide training and lead supervision in nutritional practices and clinic procedures to staff.  
Plan, organize, and review the work of assigned staff.  
Independently perform general clerical work including the preparation and maintenance of appropriate records and reports.  
Perform the full range of duties in the assigned department or unit.  
Work independently with minimal guidance or supervision.  
Assist with the operation and preparation for clinical services.  
Assemble and collect information for preparing various reports.  
Provide information to clients on proper health practices.  
Effectively represent County nutritional services to the clientele served and other government agencies.  
Understand and follow oral and written instructions.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the WIC program.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Three years of responsible experience comparable to that of a Nutrition Assistant I/II with Madera County, one (1) year of which must have been gained at the Nutrition Assistant II, or equivalent, level.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Certification as a WIC Nutrition Assistant issued by the California Department of Health Services.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, and lift 40 lbs.; ability to travel to different sites and locations.

Some positions may require proficiency in a second language.

**Effective Date:** November, 2006